

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - September 3, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
<b>Executive Office</b>					
3378	Gaming	Gaming Compliance Auditor	CR	8/19/2013	\$ 50,618.00
3500	Gaming	Information Technology Manager	NEW	9/3/2013	\$ 79,332.00
3501	Gaming	Gaming Inspector Lead	CL, NEW	9/3/2013	\$ 20.57
3238	Executive Office	Office Specialist	CR, CL	8/12/2013	\$ 12.49
3418	Magdalena Visitor Center Project	Laborer (Occasional)		8/26/2013	\$ 15.00
3419	Magdalena Visitor Center Project	Laborer (Occasional)		8/26/2013	\$ 15.00
3420	Magdalena Visitor Center Project	Laborer (Occasional)		8/26/2013	\$ 15.00
3421	Magdalena Visitor Center Project	Laborer (Occasional)		8/26/2013	\$ 15.00
<b>General Support Services</b>					
3382	Accounting	Senior Accountant		8/19/2013	\$ 53,180.00
3410	Accounting	Inventory Specialist		8/19/2013	\$ 13.79
3412	Human Resources	Safety Coordinator	NEW	9/3/2013	\$ 48,179.00
<b>Department of Health and Human Services</b>					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3347	Community Health Services	Program Supervisor		7/22/2013	\$ 51,883.00
3414	Behavioral Health	Counselor		8/26/2013	\$ 15.60
3424	Behavioral Health	Administrative Assistant	NEW	9/3/2013	\$ 14.49
<b>Department of Education</b>					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3245	Early Childhood - Sells	Teacher Aide	Re-Advertise	9/3/2013	\$ 11.32
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	\$ 69,777.00
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3379	Vocational Rehabilitation	Vocational Rehabilitation Specialist		8/26/2013	\$ 17.22
<b>Department of Natural Resources</b>					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3406	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 17.65
3364	Solid Waste Management	Equipment Operator/Driver I		8/12/2013	\$ 16.39
<b>Department of Planning and Economic Development</b>					
3409	Real Property Management	Custodial/Ground Worker (San Simon)	NEW	9/3/2013	\$ 10.77
<b>Department of Public Safety</b>					
3280	Law Enforcement	Internal Affairs Investigator	NEW	9/3/2013	\$ 28.93
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00
3405	Fire	Heavy Equipment Mechanic		8/19/2013	\$ 19.49





## ATTENTION ALL APPLICANTS!!!

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

### OTHER EMPLOYER'S RECRUITMENT

#### Intermountain Centers for Human Development

**Position:** In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ  
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or [www.ichd.net](http://www.ichd.net)

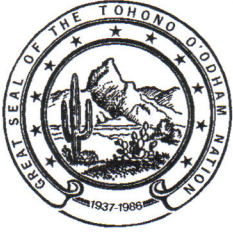
#### Chukut Kuk District – Tohono O'odham Nation

Youth Coordinator/Monitor  
Maintenance Worker

For more information, please contact the Chukut Kuk District Office @ 520-383-2080 or email: [ckoffice@chukut-kuk.org](mailto:ckoffice@chukut-kuk.org)







# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3500

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

## JOB ANNOUNCEMENT

JOB TITLE: **Information Technology Manager**

SALARY: **\$79,332, PLUS BENEFITS**

OPENING DATE: **September 3, 2013**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Exempt

DEPARTMENT: Executive/**Gaming**

JOB LOCATION: **Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, plans, directs, and coordinates the development, implementation, deployment, and operation of information systems and technology solutions.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Computer Science or Information Technology or closely related field, and four years work experience information technology project management, network/systems administration, and information security, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license, (no DUIs or major traffic citations within the last three years) and meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**







# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3501

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

## JOB ANNOUNCEMENT

JOB TITLE: **GAMING INSPECTOR LEAD**  
SALARY: **\$20.57 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 3, 2013**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Executive/**Gaming**

JOB LOCATION: **Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, protects the tribal assets and assures the integrity of the Tohono O'odham Nation's gaming operations by overseeing of personnel engaged in monitoring the gaming operations and facility. Ensures compliance with tribal/state compact, gaming ordinance, tribal minimum internal controls, NIGC minimum internal controls standards (MIC's), and tribal regulations. Conducts investigations into alleged or reported violations of the Tribal-State Gaming Compact and Gaming Ordinance. This position reports directly to the Chief Gaming Inspector or designee.

### MINIMUM QUALIFICATIONS:

- Associates Degree in Business, Accounting or closely related field and three years' work experience in gaming or investigations, or equivalent combination of training, education and work experience, which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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## **JOB ANNOUNCEMENT**

JOB TITLE: **Safety Coordinator**  
 SALARY: **\$48,179, PLUS BENEFITS**

OPENING DATE: **September 3, 2013**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Exempt

DEPARTMENT: GSS/**Human Resources**

JOB LOCATION: **Sells, AZ**

**POSITION SUMMARY:** Under general supervision, provides education on potential hazards to minimize industrial injury, sickness or damages to Nation's property. Provides safety inspections of properties and employer sponsored events. Evaluate effectiveness of departmental safety and accident prevention programs.

### **MINIMUM QUALIFICATIONS:**

- Associate's Degree in Safety and Occupational Health or closely related field, and three years' work experience in Risk Management or in an insurance function of an organization, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

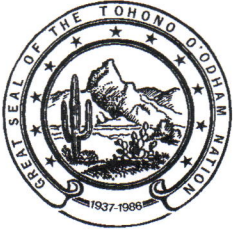
—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (no DUIs or major traffic citations within the last three years) and meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3424

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## JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT**

SALARY: **\$14.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 3, 2013**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: **HHS/Division of Behavioral Health**

JOB LOCATION: **Sells, AZ**

**POSITION SUMMARY:** Under general supervision, performs a variety of routine clerical and administrative support duties.

**SCOPE OF WORK:** To provide services for youth to promote healthy lifestyles, reduce youth suicide, and increase access to services for at-risk youth.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 WPM.
- Must demonstrate sixty percent proficiency in grammar, spelling, and math.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license, (no DUIs or major traffic citations within the last three years) and meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**3245**

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**JOB ANNOUNCEMENT**

**JOB TITLE: TEACHER AIDE**  
**SALARY: \$11.32 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 3, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**  
**(This position is budgeted for 1680 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Early Childhood**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, assists teachers in providing early childhood classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience in a classroom teaching environment.

**—AND—**

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six months after hire.
- Must satisfy health requirements as defined by the federal program standards and be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
JANUARY 1954

TO THE HONORABLE CHAIRMAN OF THE BOARD OF TRUSTEES  
OF THE UNIVERSITY OF CHICAGO  
FROM THE DEPARTMENT OF CHEMISTRY  
SUBJECT: A REPORT ON THE PROGRESS OF RESEARCH  
DURING THE YEAR 1953

The following is a summary of the work done in the Department of Chemistry during the year 1953. The work was carried out under the direction of the Department Chairman, Professor [Name], and the assistance of the following faculty members: [List of names]. The work was supported by the National Science Foundation, the National Institutes of Health, and the University of Chicago.

The work was carried out in the following areas: [List of research areas]. The results of the work are presented in the following sections: [List of sections]. The work was completed on [Date].



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**3409**

**JOB ANNOUNCEMENT**

**JOB TITLE: CUSTODIAL/GROUNDS WORKER**

**SALARY: \$10.77 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 3, 2013**

**CLOSING DATE: Open Until Filled**

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**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Planning/Real Property**

**JOB LOCATION: San Simon, AZ**

**POSITION SUMMARY:** Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

**—AND—**

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the last three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**3280**

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**JOB ANNOUNCEMENT**

**JOB TITLE: Internal Affairs Investigator**  
**SALARY: \$28.93 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 3, 2013**

**CLOSING DATE: Open Until Filled**

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**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Public Safety/Law Enforcement**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, maintains the integrity of the Department by investigating complaints made by citizens, members of the Department, or others against departmental personnel. Initiates internal affairs investigations into real or suspected misconduct within the Department, and makes recommendations to the Chief of Police.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Law Enforcement, Criminal Justice, or closely related field, and three years work experience in law enforcement investigations, interviewing, court testimony, handling of search warrants and/or evidence, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess Arizona Peace Officer Standards Training Certification.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license, (no DUIs or major traffic citations within the last three years) and meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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